



MINUTES
Rate Structure Work Group Meeting
Friday June 3, 2022 / 2:00PM - 4:00PM
Held via: Zoom Webinar

Attendance: Laurie Vachon BDS Facilitator; Jenn Doig, BDS Facilitator; Christy Roy, BDS Facilitator; Alecia Ortiz, A&M; Drew Smith, A&M; Cynthia Mahar, ED Community Crossroads; Ellen McCahon, ED CSNI; Erin Hall, SD Brain Injury Association; Jacquelyn George, Myers & Stauffer; Kara Nickulas, ED of Community Programs Crotched Mountain; Kim Shottes, ED Plus Company; Krista Stephani, Myers & Stauffer; Susan Silsby, Easter Seals; Lesley Beerends, Myers & Stauffer; Martin McNamara, Optumas; Matthew Cordaro, One Sky; Shelley Kelleher, CFO Lakes Region Community Services; Sudip Adhikari, Gateways

Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.

Topic	Key Takeaways & Action Items
Goals for Meeting	<p><u>Overview</u></p> <ul style="list-style-type: none"> • Revisit cost report timing options • Provide overview of project evolution • Reminder on logistics for cost report feedback and revisions • Continue discussion on cost report schedules
Cost Report Timing Discussion	<p><u>Overview</u></p> <ul style="list-style-type: none"> • Based on feedback from Rate Work Group members during the June 1st meeting, Myers and Stauffer (MSLC) is working with the Department on developing different timeline options for members' consideration. <ul style="list-style-type: none"> ○ Both the Department and MSLC are working to strike a balance between allowing as much time as possible for cost report completion and a full beta-test. • Once timeline options are solidified, they will be presented to this group for discussion. This will inform a final timeline decision. • Per previous requests, MSLC has developed the following for guidelines for the beta-test: <ul style="list-style-type: none"> ○ Who will be testing? Members of the Rate Work Group, or appointed delegate. MSLC will also invite The Moore Center, as they volunteered to provide feedback. ○ What will be tested? A full review of the cost report to provide feedback on any changes to wording and if any additional

	<p>instructions should be added. This review should focus on how easily Area Agencies (AA's) and Provider Agencies (vendors) can understand the information being requested.</p> <ul style="list-style-type: none"> ○ What will result from this work? This will be the final opportunity for feedback on the cost report before general distribution. This feedback will be considered for the final version, along with comments received from the series of the Rate Work Group meetings. <p><u>Work Group Discussion</u></p> <ul style="list-style-type: none"> • One Member asked if June 30th was still the date to begin beta-testing. MSLC indicated dates are still under discussion with the Department and that further information would be shared as soon as possible.
Project Evolution	<p><u>Overview</u></p> <ul style="list-style-type: none"> • Final cost report distribution originally scheduled for May 26th, 2022. The new target date is June 30th, though this decision is pending. • Time for workgroup to review and modify cost reports: MSLC added for separate Work Group sessions, in addition to regularly scheduled Work Group meetings. Also, an additional week was added in May for review of cost reports by Work Group members. • Based on feedback from members, the Department is evaluating options to accommodate the request for a beta-test period. Draft reports have been sent out on 5/4/22, 5/11/22, and 5/27/22. • Originally, MSLC was planning on providing 45 days for cost report completion. Per feedback, MSLC is working with the Department to determine accommodating up to 90 days for cost report completion.
Cost Report Feedback Logistics	<p><u>Overview</u></p> <ul style="list-style-type: none"> • MSLC is noting the feedback and suggested revisions provided and are working on addressing the comments. • Noted that Work Group members can reach out, even between meetings to the NHCostReport@mslc.com • In order to implement feedback into the cost report please submit final feedback no later than June 8, 2022 to be discussed during the June 10th meeting. • MSLC is working on providing a revised cost-report to the Work Group members after today's meeting. Until otherwise notified, Work Group members were asked to use the May 27th version.
Cost Report Review	<p><u>Overview</u></p> <ul style="list-style-type: none"> • MSLC reviewed the productivity section of the cost report during this Work Group session. The productivity section will be tailored to each service MSLC is setting a rate for; all applicable productivity

questions will be moved to the correct service tabs in future versions of the cost report.

- The productivity section is meant to demonstrate the activities direct support professional (DSP) staff spend their time on that is not considered to be “billable.”
 - The Work Group can decide on how detailed the productivity sections are. For example, MSLC can build into the productivity sections a lot of tasks which make up non-billable but otherwise productive time, or they can roll these activities into broader categories of activities.
 - Keep in mind, the more detail include, the more difficult it becomes for providers to fill out in the cost report.
- Under the transportation activities in the productivity worksheet, the group discussed situations in which time is spent on coordinating transportation, actual provision of transportation, vehicle maintenance, and vehicle ownership.
 - As a result of discussions, MSLC added a line item for “Time associated with vehicle maintenance and service of agency/vendor owned or leased vehicles.”
 - MSLC also made language clarification edits such as changing “coordinating transportation for the individuals in support of employment” to “coordinating transportation for the individual.”
- Office related activities is another category included in the productivity section of the cost report. MSLC did not make substantive changes to the office related activities section, but did field questions on where items like SIS meetings or case management-related activities would be reported.
- Service Plan activities in the productivity sections generated a lot of feedback and conversation from the Work Group members.
 - Much of the discussion focused on language wording, communicating during transition of care for an individual between providers or transitions from a facility to the community.
 - As a result of the Work Group’s discussion, it was decided to break service planning activities in to two groups: service planning and communication.
 - Work Group members also discussed how to delineate activities between those expected of case managers and those that would be included in the prospective DAADS rate.
 - MSLC will be adding detailed instructions, including examples, to assist providers in report correct costs for the service plan activities in the service plan and communications productivity sections.

	<ul style="list-style-type: none">• Other activities within the productivity section include tasks which do not cleanly fit into one of the above mentioned productivity sections.<ul style="list-style-type: none">○ Based on discussion, MSLC is including: “Developing and coordinating community based activities,” “assistance with benefits application and maintenance of benefits,” and “Program preparation/set-up/clean-up.”• The Work Group began discussing the Case Management services tab at the close of the Work Group meeting. Some of the discussion included case manager participation in SIS and HRST meetings, assistance with prior authorization (PA) packets, monitoring financial resources and Medicaid redeterminations, etc.• Case Management will be the focus of the Work Group meet on Friday, June 10th.
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